



STATE OF COLORADO

CLASS SERIES DESCRIPTION

July 1, 2001

ANIMAL CARE

C9A1XX TO C9A3XX

DESCRIPTION OF OCCUPATIONAL WORK

This class series uses three levels in the Health Care Services Occupational Group and describes support work to professional veterinarians or researchers in the care of large and small animals. Positions perform work in animal care or laboratory units in teaching, research, or health care settings and are concerned with maintaining health and sanitary standards. The work involves feeding and watering animals; cleaning cages; administering routine medications; checking animals for illness or abnormal behavior; weighing, measuring, breeding, and euthanizing animals; maintaining records and animal or animal strain histories; and buying, selling, or disposing of animals.

Some positions are assigned to the racing industry and responsible for assisting veterinarians with monitoring racing animals. Typical duties in this setting include collecting or witnessing the collection of tissue and fluid samples for testing or drug analysis, labeling samples and preparing them for shipment, assuring that samples are properly secured and transported to the laboratory, monitoring access to paddock and test barn areas, assisting veterinarians with kennel or stable inspections, maintaining records of medication usage, injuries and physical defects of animals. Positions testify at administrative hearings regarding the procedures for collecting and securing samples.

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ANIMAL CARE

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ANIMAL CARE I

C9A1TX

CONCEPT OF CLASS

This class describes the clearly defined level where positions follow established work procedures. Positions operate within standard guidelines and alternatives that are known and any deviation from such requires prior approval. Some assignments do not move beyond this level.

FACTORS

Allocation must be based on meeting all of the four factors as described below.

Decision Making -- The decisions regularly made are at the defined level as described here. Within limits prescribed by the operation, choices involve selecting alternatives that affect the manner and speed with which tasks are carried out. These choices do not affect the standards or results of the operation itself because there is typically only one correct way to carry out the operation. These alternatives include independent choice of such things as priority and personal preference for organizing and processing the work, proper tools or equipment, speed, and appropriate steps in the operation to apply. By nature, the data needed to make decisions can be numerous but are clear and understandable so logic is needed to apply the prescribed alternative. Positions can be taught what to do to carry out assignments and any deviation in the manner in which the work is performed does not change the end result of the operation.

Complexity -- The nature of, and need for, analysis and judgment is prescribed as described here. Positions apply established, standard guidelines that cover work situations and alternatives. Action taken is based on learned, specific guidelines that permit little deviation or change as the task is repeated. Any alternatives to choose from are clearly right or wrong at each step.

Purpose of Contact -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication are for the purpose of exchanging or collecting information with contacts. This involves giving learned information that is readily understandable by the recipient or collecting factual information in order to solve factual problems, errors, or complaints.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as an individual contributor. The individual contributor may explain work processes and train others. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

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ANIMAL CARE

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ANIMAL CARE II

C9A2XX

CONCEPT OF CLASS

This class describes the fully operational level. Positions operate independently in performing the full range of animal care tasks and problem solving. While the type of duties is similar to those performed at the lower level, the complexity of the job is different. The systems, operations, and processes are still established and defined but allow more flexibility and latitude in adapting practical approaches or routines for various situations. Not all circumstances are covered by established guidelines so positions must improvise solutions and alternatives. This class includes responsibility for training lower levels. This class differs from Animal Care I on Complexity and possibly on Line/Staff Authority.

FACTORS

Allocation must be based on meeting all of the four factors as described below.

Decision Making -- The decisions regularly made are at the defined level as described here. Within limits prescribed by the operation, choices involve selecting alternatives that affect the manner and speed with which tasks are carried out. These choices do not affect the standards or results of the operation itself because there is typically only one correct way to carry out the operation. These alternatives include independent choice of such things as priority and personal preference for organizing and processing the work, proper tools or equipment, speed, and appropriate steps in the operation to apply. By nature, the data needed to make decisions can be numerous but are clear and understandable so logic is needed to apply the prescribed alternative. Positions can be taught what to do to carry out assignments and any deviation in the manner in which the work is performed does not change the end result of the operation.

Complexity -- The nature of, and need for, analysis and judgment is patterned, as described here. Positions study information to determine what it means and how it fits together in order to get practical solutions to problems. Guidelines in the form of standard operating procedures, methods, and techniques exist for most situations. Judgment is needed in locating and selecting the most appropriate of these guidelines that may change for varying circumstances as the task is repeated. This selection and interpretation of guidelines involves choosing from alternatives where all are correct but one is better than another depending on the given circumstances of the situation.

Purpose of Contact -- The purpose of contacts with outside the supervisory chain, regardless of the method of communication, are for the purpose of detecting or discovering information or problems by interviewing or investigating where the issues or results of the contact are not known ahead of time.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as an individual contributor or work leader. The individual contributor may

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explain work processes and train others. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

OR

The direct field of influence the work of a position has on the organization is as a work leader. The work leader is partially accountable for the work product of two or more full-time equivalent positions, including timeliness, correctness, and soundness. At least one of the subordinate positions must be in the same series or at a comparable conceptual level. Typical elements of direct control over other positions by a work leader include assigning tasks, monitoring progress and work flow, checking the product, scheduling work, and establishing work standards. The work leader provides input into supervisory decisions made at higher levels, including signing leave requests and approving work hours. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

ANIMAL CARE III

C9A3XX

CONCEPT OF CLASS

This class describes the unit supervisor. Supervisors directly control the work of assigned staff and determine the operations for the unit. The work includes providing input into planning research activities, developing and implementing quality assurance standards, operating procedures and animal care manuals, coordinating the training of staff, and overseeing the daily operations of the unit. This class differs from Animal Care II on Decision Making, Purpose of Contact and Line/Staff Authority.

FACTORS

Allocation must be based on meeting all of the four factors as described below.

Decision Making -- The decisions regularly made are at the process level, as described here. Within limits set by professional standards, the agency's available technology and resources, and program objectives and regulations established by a higher management level, choices involve determining the process, including designing the set of operations. The general pattern, program, or system exists but must be individualized. This individualization requires analysis of data that is complicated. Analysis is breaking the problem or case into parts, examining these parts, and reaching conclusions that result in processes. This examination requires the application of known and established theory, principles, conceptual models, professional standards, and precedents in order to determine their relationship to the problem. New processes or objectives require approval of higher management or the agency with authority and accountability for the program or system.

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Complexity -- The nature of, and need for, analysis and judgment is patterned, as described here. Positions study information to determine what it means and how it fits together in order to get practical solutions to problems. Guidelines in the form of standard operating procedures, methods, and techniques exist for most situations. Judgment is needed in locating and selecting the most appropriate of these guidelines that may change for varying circumstances as the task is repeated. This selection and interpretation of guidelines involves choosing from alternatives where all are correct but one is better than another depending on the given circumstances of the situation.

Purpose of Contact -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of advising, counseling, or guiding the direction taken to resolve complaints or problems and influence or correct actions or behaviors.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as a unit supervisor. The unit supervisor is accountable, including signature authority, for actions and decisions that directly impact pay, status, and tenure of three or more full-time equivalent positions. At least one of the subordinate positions must be in the same series or at a comparable conceptual level. The elements of formal supervision must include providing documentation to support recommended corrective and disciplinary actions, signing performance plans and appraisals, and resolving informal grievances. Positions start the hiring process, interview applicants, and recommend hire, promotion, or transfer.

ENTRANCE REQUIREMENTS

Minimum entry requirements and general competencies for classes in this series are contained in the State of Colorado Department of Personnel web site.

For purposes of the Americans with Disabilities Act, the essential functions of specific positions are identified in the position description questionnaires and job analyses.

CLASS SERIES HISTORY

Effective 7/1/01 (LLB). HCS Consolidation Study consolidated Veterinary Assistant (C3O) and Research Animal Attendant (C4E). Draft published 2/21/01, proposed 5/10/01, and final 7/1/01.

Revised 7/1/95. Changed pay differential for Vet Asst (C3O).

Effective 9/1/93 (KAS). Job Evaluation System Revision project. Converted Vet Asst from A5523 to C3O. Converted Research Animal Attendant from A5390-4 to C4E. Published as proposed 5/10/93.

Created 6/1/93. Created Vet Asst (A5523)

Created 9/1/75. Research Animal Attendant (55390-4).

CLASS SERIES DESCRIPTION (Cont'd.)**ANIMAL CARE****July 1, 2001****SUMMARY OF FACTOR RATINGS**

Class Level	Decision Making	Complexity	Purpose of Contact	Line/Staff Authority
Animal Care I	Defined	Prescribed	Exchange	Indiv. Contributor
Animal Care II	Defined	Patterned	Detect	Indiv. Contributor or Work Leader
Animal Care III	Process	Patterned	Advise	Unit Supervisor

ISSUING AUTHORITY: Colorado Department of Personnel/General Support Services